

	APOLLO HOSPITALS, SECUNDERABAD	FMS– 04A
		Issue: C
	POLICY ON MANAGEMENT OF EQUIPMENT SERVICE AND MAINTENANCE	Date: 05-01-2017
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PREPARED BY: HOD- Maintenance		APPROVED BY: Chief Executive Officer

## 1.0 PURPOSE:

To provide guidelines for obtaining maintenance and repair services for clinical equipment.

## 2.0 POLICY:

Equipment used by Apollo Hospitals, Secunderabad for the provision of patient care shall be maintained by:

- § Biomedical Engineering
- § Maintenance Department.

They shall allocate

1. The Annual Maintenance Contract
2. Internal Preventive Maintenance
  - § This maintenance policy shall ensure that clinical equipment is properly maintained so that it functions as intended, and that services for maintenance and repair are obtained in a cost effective manner
  - § Bio medical Engineering department shall determine if a service contract is required
  - § Biomedical Engineering shall serve, as a resource for department managers in evaluating service needs, reviewing contract specification and answering questions regarding the Annual Maintenance Contract
  - § Materials department personnel shall prepare contract proposals


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§ Department managers shall send a copy of all documentation of services obtained by contract or purchase order by their department to biomedical engineering upon completion of the service call. Biomedical Engineering and Maintenance Department shall be responsible for documenting the service on equipment for which they are responsible. The annual maintenance contractor shall be responsible for service and documentation of all equipment covered by that contract.

Documentation shall include a minimum of the following information:

- § Equipment description (manufacturer, model and serial #)
- § Location
- § Hospital number
- § Description of repairs
- § Description of maintenance and preventive maintenance
- § Each entity responsible for service documentation shall be responsible for compliance with standards and regulations governing the performance of equipment and shall be able to provide documentation of compliance.

There shall be an equipment recall system in place and adhered to.

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## 2.1 EQUIPMENT ON CONTRACT:

- § The responsibility of Preventive Maintenance and Calibration of the equipment purchased on contract shall lie with the original supplier. However, Preventive Maintenance of such equipment shall be counterchecked by the Biomedical Department.